DP LOGISTICS (PVT) LTD

DPL HRM

WEB BASED HR MANAGEMENT SYSTEM

USER MANUAL

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1. How to login

- You can either use the link given in the "careers" section of the company website (www.dplcom.com)

- Or you can directly type the following URL in the browser: http://www.dplcom.com/hrm

2. Login Screen

- Please use your first name as Login Name and "password" as your default password.
- Change your password after the first login.

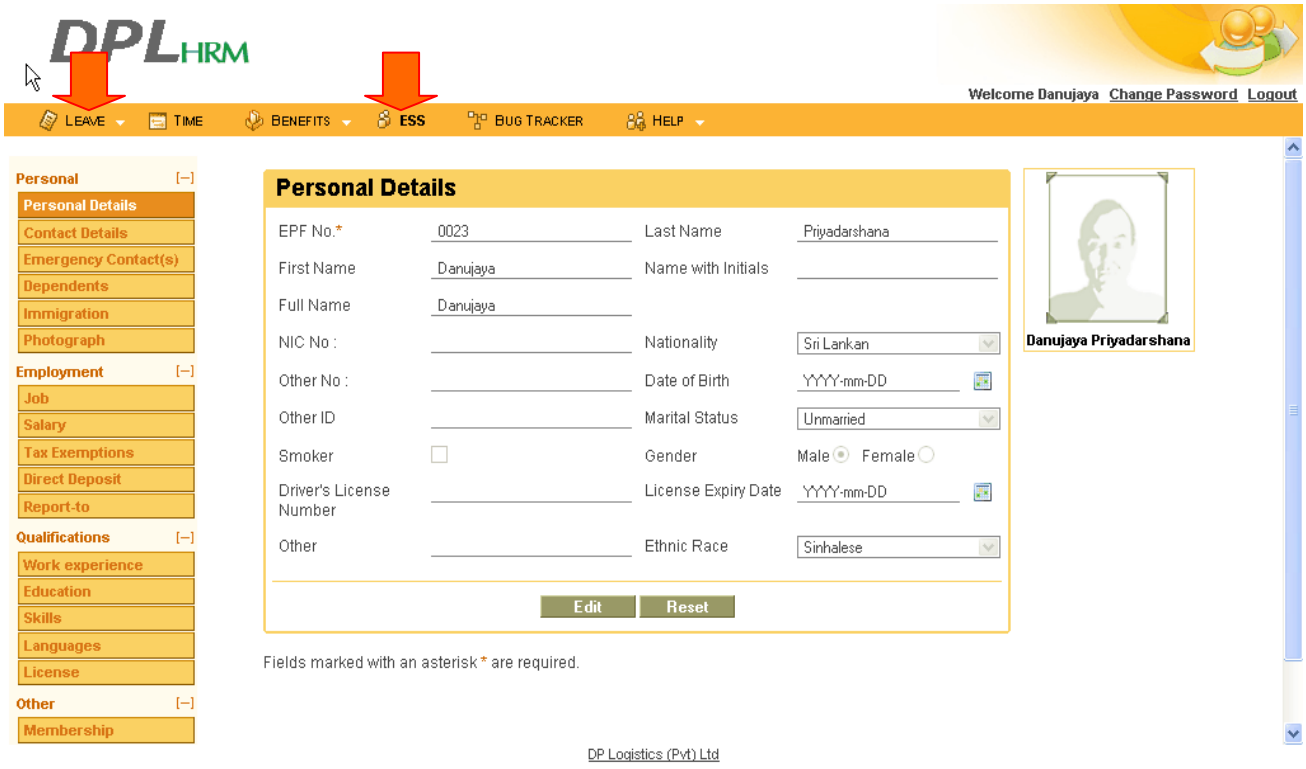
3. User Categories

There are 03 categories of users

i. Administrator – Administrator has full system rights.
ii. ESS Users with subordinates – These users can apply for own leave and approve subordinates' leaves.
iii. ESS User – These users can apply for their leave.

4. Home Screen (ESS User)

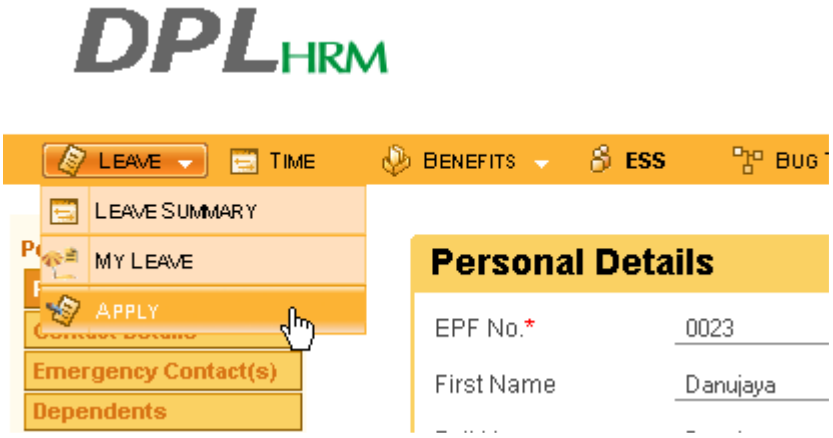
Home screen will automatically open ESS (Employee Self Service) section. Please update the information as required. You may upload a photo as well.



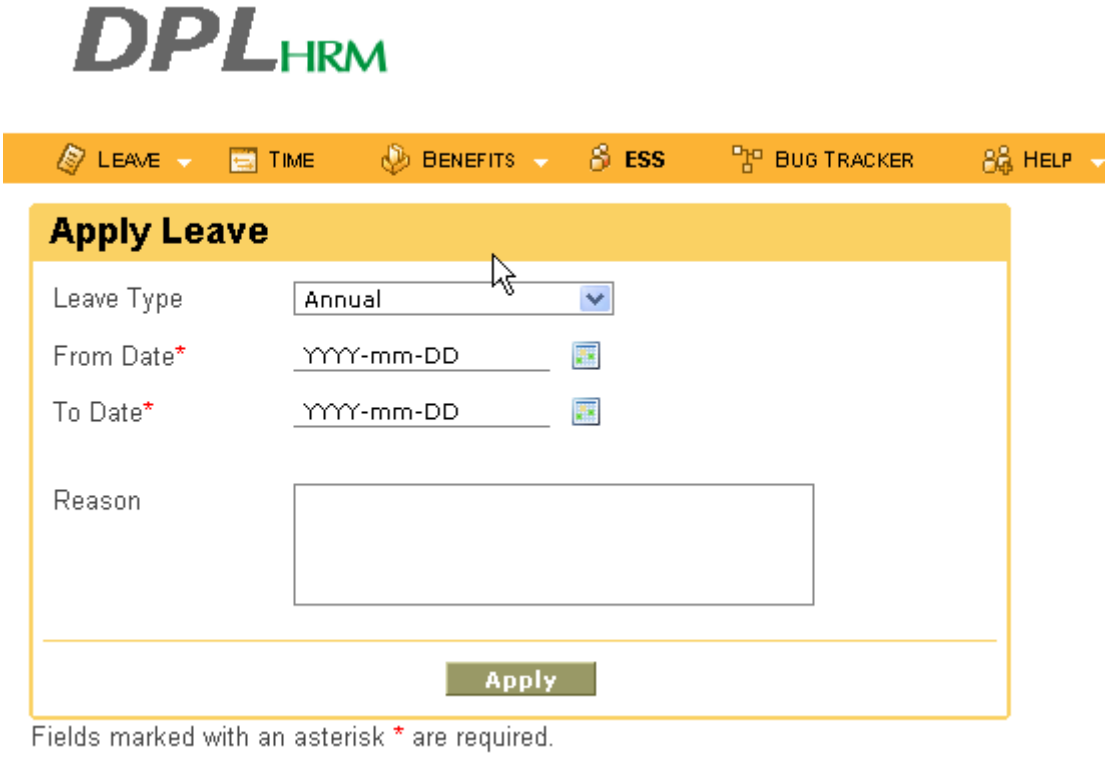
Note: Only **LEAVE** & **ESS** menus are currently required for ESS users.

5. How to Apply for Leave

Go to “LEAVE” and select “APPLY”

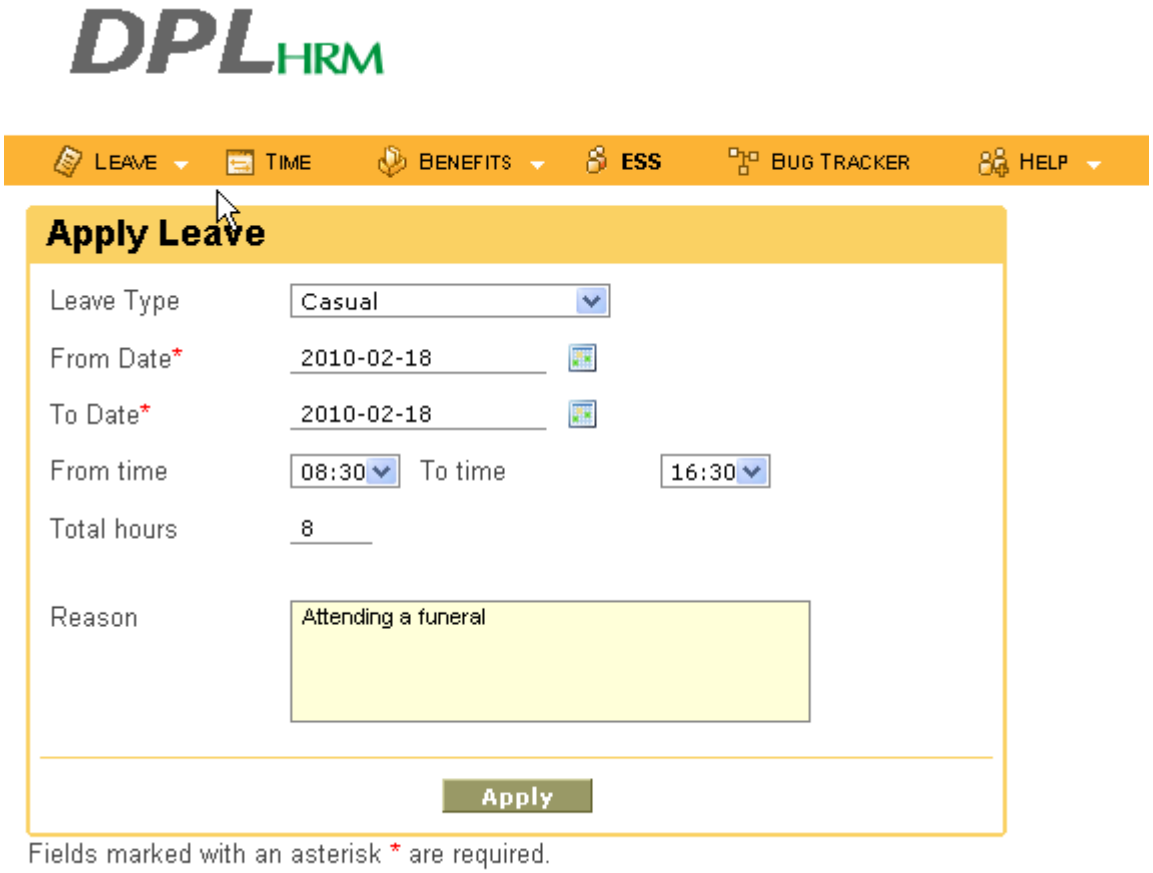


- **Leave Apply Screen**



Select “Leave Type”, “From Date”& “To Date” and give the reason for applying for leave. And then click on “Apply”

If you are applying for a single day, “From Date”& “To Date” will be the same and then the menu will show time period to be filled:



If “From Date”& “To Date” are the same then “From Time” & “To Time” should be filled as follows:

8.30 – 16.30 = Full Day
8.30 - 12.30 = Half Day (1st Half)
12.30 – 16.30 = Half Day (2nd Half)

You can not apply for a period in which you have working days in between or half days at the beginning or end. For instance if you plan to apply for 3 ½ days leave on 20th,21st,23rd and half day on 24th of a particular month, then you have to separately apply for leave for the first two days first (20th & 22nd) and then for the 23rd and finally for the half day on 24th.

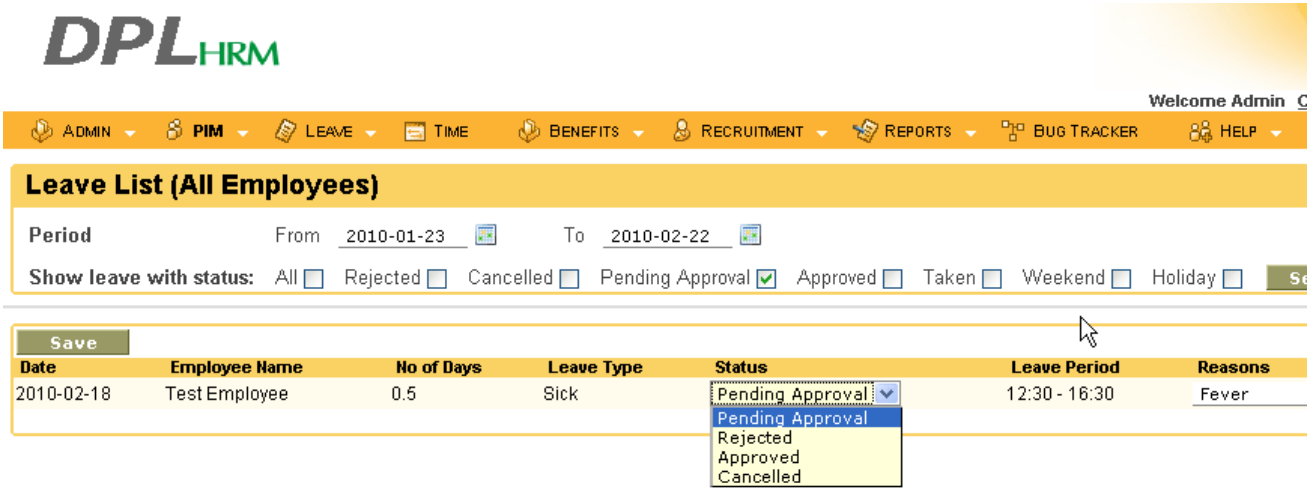
- **Notification to Supervisor/User**

Once you apply for leave, your supervisor will be notified of your application by email and then your supervisor will log on to the system and he/she may approve, reject, cancel, or amend your application. Supervisor’s action on your application will be notified back to you by email.

6. Leave Approval (For ESS Users with subordinates)

Select “LEAVE” then “LEAVE LIST”

- Then you will notice the following screen with pending approvals



- Select the required Status and Save. This status will be notified to the applicant by email.

Please contact Administrator (Vishan Fernando) for any further help.

End.